

The South Carolina Enterprise Information System

As a vendor, how do I get notified about any changes to a specific Invitation to Bid (Solicitation)?

For our system to be able to notify you via e-mail about any updates to an Invitation to Bid, you must be a registered vendor with a valid SCEIS User ID (all vendor User IDs will be prefixed with "VN.", e.g., **VN.MyCompany**). If you have not registered with the S.C. Procurement Office or you registered prior to November 5, 2007, please complete the registration forms found at http://www.procurement.sc.gov accessed through the link titled New Vendor Registration.

To be notified by e-mail of any updates to a specific Invitation to Bid, you must add yourself to the Bidders List.

- 1) Go to http://www.procurement.sc.gov
- 2) Click the link titled **Online Bidding**



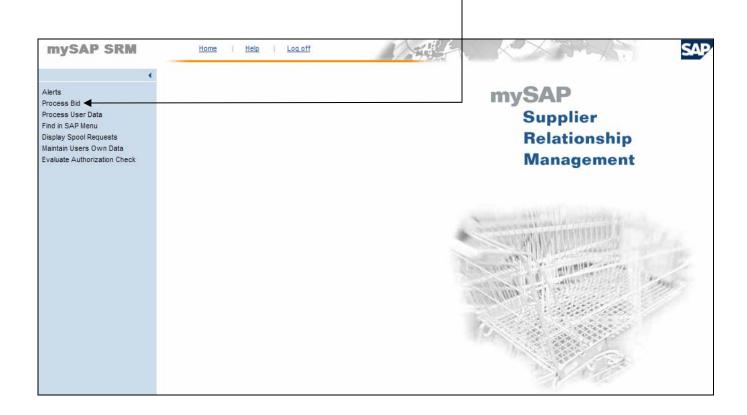
The SCEIS Supplier Relationship Management (SRM) page will be displayed. **Before** trying to enter any information on this page, click the **Log On** button.



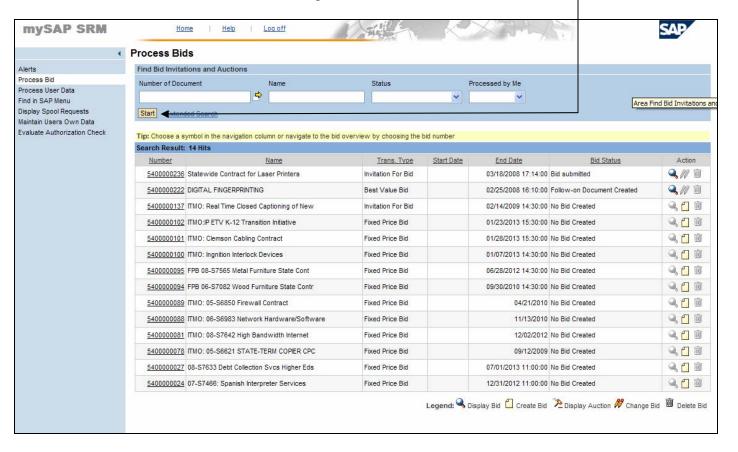
A pop-up dialog box will be displayed requesting your User Name and Password. Enter this information and click the **OK** button.



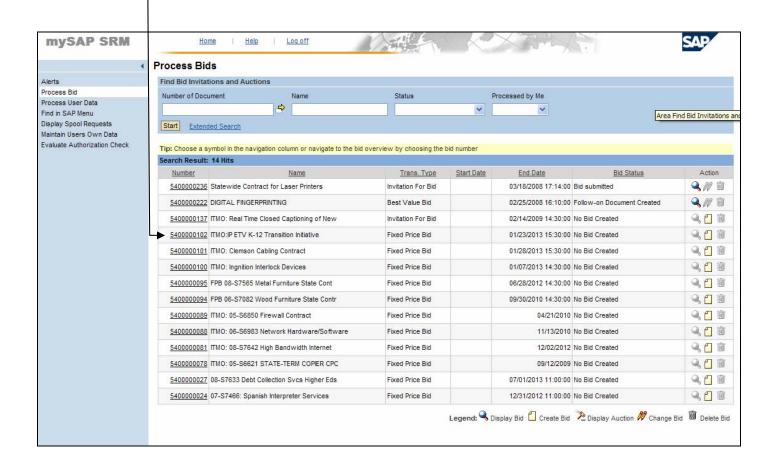
After logging in, a page similar to the one below will be displayed. Click **Process Bid**.



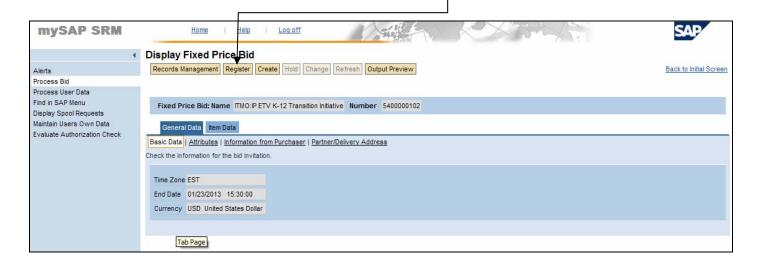
A list of open Bid Invitations will be displayed. If your list appears empty, click the **Start** button (also check to make sure no unintended search criteria is being entered).



Click on the identification number of the Bid Invitation that you're interested in.



The detail of the Bid Invitation will be displayed. Click the **Register** button.



A confirmation message will be displayed verifying that you have been added to the Bidders List for this Bid Invitation.

